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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Operations Division/OP

DATE: 13 July 1961

FROM : Chief, Departmental Recruitment Branch/OP

SUBJECT: Annual Report for DRB, FY 1961

1. FORMAL INTERVIEWS:	JOT	Clerical	Commo	Professional and Other	Total
Interviews . . . . .	273	1892	444	2719	5328*
Recommends . . . . .	146	350	71	177	744
Security Initiations .	88	410	45	84	627
Entered-on-Duty . . .					

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\* Includes 269 "Special Interest" interviews referred by the following sources: 12 White House, 72 Senators, 67 Representatives, 26 high government officials of other Agencies, and 92 by high Agency officials.

\*\* Does not include an unknown number of individuals who received an initial interview in DRB and subsequently entered-on-duty as a Contract Employee or Staff Agent.

2. INFORMAL INTERVIEWS: DRB personnel completed a large number of these consisting of short informal personal interviews and incoming phone calls from external Agency sources. No workload count was maintained of these informal interviews.
3. SUPPORT OF APPLICANT TESTING PROGRAM: DRB clerical personnel participated with OTR personnel in scheduling tests, maintaining records, and escorting applicants scheduled for tests.
4. CLERICAL SUPPORT: Two full time DRB employees provided support consisting of: stenography, typing, receiving, routing and controlling mail, maintaining files and records, and receptionist services. Also, one full time OS Receptionist spent a large portion of her time providing receptionist services to DRB.



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